

CODIB-D-112/6  
18 January 1966  
Limited Distribution

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Draft Task Team Quarterly Report  
(Period: 1 October-31 December 1965)

Attached is a draft quarterly report to USIB re Task Team activities. May I have telephone concurrence by cob Tuesday, 25 January 1966.

SIGNED

[Redacted Signature Box]

Secretary

25X1A

Attachment: A/S

S-E-C-R-E-T

Group 1  
Excluded from automatic  
downgrading and  
declassification.

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S-E-C-R-E-T

CODIB-D-112/6  
18 January 1966

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Chairman, United States Intelligence Board

SUBJECT: Quarterly Report on Progress re USIB-Approved  
Recommendations in USIB-D-39.7/5 (Period:  
1 October - 31 December 1965)

REFERENCE: (a) USIB-D-39.7/5, 16 March 1964  
(b) USIB-D-39.7/6, 6 May 1964  
(c) USIB-D-39.7/12, 18 November 1965

Attached is a summary of activities and accomplishments of CODIB Task Teams established pursuant to recommendations in Reference (a) as approved and amended by USIB in the attachment to Reference (b). This is the sixth quarterly report. The previous report was Reference (c).

Paul A. Borel  
Chairman

Attachment: A/S

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declassification.

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USIB-D-39.7/15  
2 February 1966

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UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : Quarterly Report on Progress re-USIB-Approved  
Recommendations in USIB-D-39.7/5 (Period:  
1 October - 31 December 1965)

REFERENCES : a. USIB-D-39.7/6, 6 May 1964  
b. USIB-D-39.7/5, 16 March 1964

1. The attached sixth quarterly report on the subject from the Chairman, Committee on Documentation responds to a Board directive in reference a. The paper reports on progress being made on the recommendations in reference b., as approved and amended by USIB in reference a.

2. Unless specifically requested by a Board member prior to the close of business on 10 February 1966, the report will not be scheduled for discussion at a USIB meeting, and will be recorded as having been "noted" by the Board on that date.

25X1A



Executive Secretary

Attachment

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USIB-D-39.7/15

CODIB-D-112/6.1  
28 January 1966

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Chairman, United States Intelligence Board

SUBJECT: Quarterly Report on Progress re USIB-Approved  
Recommendations in USIB-D-39.7/5 (Period:  
1 October - 31 December 1965)

REFERENCES: (a) USIB-D-39.7/5, 16 March 1964  
(b) USIB-D-39.7/6, 6 May 1964  
(c) USIB-D-39.7/12, 18 November 1965

Attached is a summary of activities and accomplishments of CODIB Task Teams established pursuant to recommendations in Reference (a) as approved and amended by USIB in the attachment to Reference (b). This is the sixth quarterly report. The previous report was Reference (c).

25X1A

  
Paul A. Borel  
Chairman

Attachment

S-E-C-R-E-T

GROUP I  
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CODIB-D-112/6.1  
28 January 1966

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Summary of Activities and Accomplishments  
of CODIB Task Teams  
1 October - 31 December 1965

I. CONTENT CONTROL

This Task Team has held a total of 37 meetings, eight during this quarter. Members have reported a total of 1615\* hours devoted to this effort. An interim report to CODIB containing the Content Control scheme developed by the Task Team is now being typed on masters and should be distributed to CODIB members about mid-February, 1966. An observer from the Content Control Task Team participated in the activities of a non-USIB Country Code Task Group sponsored by the Bureau of Budget in an attempt to provide for coordination between the two efforts.

II. ITEM IDENTIFICATION

This Task Team was dissolved, its work having been completed in the previous quarter. The Team report together with CODIB comments and recommendations thereon, was forwarded to the USIB Secretariat just prior to the end of 1965 (distributed for subsequent USIB action as USIB-D-39.7/14, dated 17 January 1966). CODIB recommended that USIB direct the CIA to undertake the task of implementing and operating an Item Register System as outlined in the report, and to develop item description element standards plus an implementation plan for CODIB approval.

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\*Does not include time spent by members of the CODIB Support Staff.

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### III. FOREIGN PUBLICATIONS

This Task Team has held a total of 17 meetings, two during this quarter; in addition, a working group on transliteration has held a total of eight meetings, one during this quarter. Manhour investment to date totals 1080\* hours. The second draft of the Team's report is now being reviewed by each Team member; transmittal to CODIB is expected by mid-February, 1966. The working group on transliteration completed its report to the Team, and its findings and recommendation were incorporated in the Team's report.

### IV. INSTALLATIONS

This Task Team has completed its work and has been dissolved. It held 13 meetings and devoted 1222\* hours to the effort. Its report, together with CODIB comments and recommendations thereon, was forwarded to USIB as USIB-D-39.7/13, dated 5 January 1966.

### V. BIOGRAPHICS

This Task Team has held a total of 18 meetings, six during this quarter; in addition, two working groups have held a total of 13 meetings, two during this quarter. Members have reported a total of 3993\* hours devoted to this effort. The Team has drafted its report to CODIB and several revisions thereof. The final version is now being typed on masters and will be forwarded to CODIB by the first of February, 1966.

### VI. RESEARCH AND DEVELOPMENT

The Task Team's report was delivered to CODIB on 30 September, and the Team has held no further meetings. The report was reviewed by the various agencies and discussed at the CODIB meeting on 16 December 1965; the CIA member was asked to prepare a draft CODIB position for consideration at the next CODIB meeting. Concurrently, CODIB and the Task Team will be and subsequently were briefed by NPIC on its information processing program and by the Board of National Estimates on feed-back from users, these having been found to be areas where additional fact-finding would be useful.

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## VII. ANALYST COMMUNICATION

This Task Team has held six meetings, none during this quarter, and has expended a total of 268\* manhours. An interim report, prepared by the Team during the previous quarter, was discussed by CODIB at its meeting on 15 November 1965, and the Team was directed to complete its survey of analysts concerned with Latin America, then expand the survey to include analysts involved in other areas.

## VIII. PHOTO CHIP

This Task Team has held eleven formal meetings, one (a four-day meeting) during this quarter. In addition, one or more members have worked almost full-time since May, 1965 on the Team report. Members have reported a total of 5715\* hours devoted to this effort. During the four-day meeting in December, the Team carefully reviewed a draft of the report. Suggested revisions are now being incorporated into the final version which will be mailed to all Team members for review before the end of January, 1966, with subsequent distribution to CODIB expected by the end of February.

## IX. ADP SYSTEMS LIBRARY

This Task Team has held 18 meetings, three during this quarter; total time expended to date is 1172\* hours. The Team report, which includes an instruction manual for reporting of data on ADPS files and programs, has been forwarded to the CODIB Support Staff. The Task Team agreed that reporting of 20 file description elements should be mandatory for the non-DoD USIB Agencies, and that reporting on 13 other file description elements should be left optional. The DIA-DoD Intelligence ADPS Catalog System, of which the USIB ADPS Library would be a subset, requires reporting by the DoD intelligence agencies on all 33 file description elements. The Team also agreed that reporting on 18 ADPS program description elements should be mandatory and that reporting on eight additional program description elements should be left optional. The DoD-DIA system requires all DoD intelligence agencies to report on all 26 program description elements.

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